Safety Attribute Inspection (SAI) Data Collection Tool
3.1.3 Airmen Duties / Flight Deck Procedures (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To ensure that no flight crewmember performs or permits any action that may adversely affect safety during the operation of an aircraft.

Objective (FAA oversight):

- To determine if the certificate holder's Airman Duties/Flight Deck Procedures process meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Airman Duties/Flight Deck Procedures process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Airman Duties/Flight Deck Procedures process.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:

  119.43(b)
  119.43(b)(1)
  119.43(b)(2)
  119.43(c)
  121.135(a)(1)
  121.135(b)(1)
  121.135(b)(2)
  121.135(b)(3)
  121.303(d)(1)
  121.303(d)(2)
  121.306
  121.310(d)(2)
  121.311(e)(3)
  121.311(h)
  121.311(i)
  121.315(a)
  121.315(b)
  121.315(c)
  121.317(b)
  121.317(c)
  121.317(g)
  121.327(b)(1)
  121.327(b)(2)
  121.327(b)(3)

- SRRs:

  121.329(b)(1)
  121.329(b)(2)
  121.329(b)(3)
  121.333(c)(1)
  121.333(c)(2)(i)(A)
  121.333(c)(2)(i)(B)
  121.333(c)(3)
  121.333(c)(4)
  121.337(c)(1)(i)
  121.337(c)(1)(ii)
  121.383(a)(2)
  121.393
  121.542(a)
  121.542(b)
  121.543
  121.545
  121.547
  121.548
  121.548a
  121.549(a)
  121.549(b)
  121.550
  121.553
  121.557(c)
  121.559(c)
  121.561(a)
  121.563
  121.565
  121.567
  121.577(a)
  121.577(b)
  121.577(c)
  121.577(d)
  121.579
  121.581
  121.583(c)
  121.585(g)
  121.587
  121.589(b)
  121.590
  121.599(b)
  121.603(a)
  121.603(b)
  121.627(a)
  121.627(b)
  121.628(a)(5)
  121.629
  121.631(b)
  121.631(c)
  121.649
  121.651(a)
  121.651(b)(1)
  121.651(b)(2)
  121.651(c)(1)
  121.651(c)(2)
  121.651(c)(3)(i)thru(x)
  121.651(c)(4)

- SRRs:

  121.651(d)
  121.651(f)
  121.657
  121.659
  121.661
  121.667(a)
  121.695(a)
  121.697(a)
  121.697(c)
  121.701(a)
  A.348

Related CFRs & FAA Policy/Guidance:

- Related CFRs:

  Intentionally left blank

- FAA Policy/Guidance:

  FAA Order 8400.10, volume 3, chapter 1
  FAA Order 8400.10, volume 4, chapters 2-4
  FSAT 95-11
  FSAT 00-02
  HBAT 94-17
  AC 120-48
  AC 120-71A
  AC 120-74A
  AC 120-88A

SAI SECTION 1 - PROCEDURES ATTRIBUTE
Objective: Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Airman Duties/Flight Deck Procedures process.
3.	Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the Airman Duties/Flight Deck Procedures process.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the content of the certificate holder's manual meet the specific regulatory and FAA policy requirements for an Airman Duties/Flight Deck Procedures process:	
1.1.	Does the certificate holder's manual specify that a pilot in command (PIC) will not begin a flight:	
1.1.1	With inoperable instruments or equipment installed except in accordance with an FAA-approved minimum equipment list (MEL)? SRRs: 121.303(d)(1); 121.303(d)(2); 121.628(a)(5) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that no crewmember may take off any airplane unless the following instruments and equipment are in operating condition: Instruments and equipment required to comply with airworthiness requirements under which the airplane is type certificated and as required by 14 CFR part 121.213 through 121.283 and 121.289. *Sources:* 121.303(d)(1) *Interfaces:* 1.1.2(AW); 1.1.2(OP) 2. Check that the Certificate Holder's manual has instructions and information that each crewmember may take off any airplane unless the following instruments and equipment are in operating condition: Instruments and equipment specified in Sections 121.305 through 121.321, 121.359, and 121.360 for all operations, and the instruments and equipment specified in Sections 121.323 through 121.351 for the kind of operation indicated, wherever these items are not already required by 14 CFR part 121.303, paragraph (d)(1) of this section. *Sources:* 121.303(d)(2)	☐ Yes ☐ No, Explain

	Interfaces: 1.1.2(AW); 1.1.2(OP) 3. Check that the Certificate Holder's manual has instructions and information that no person may takeoff an airplane with inoperable instruments or equipment installed unless the airplane is operated under all applicable conditions and limitations contained in the Minimum Equipment List and the operations specifications authorizing the use of the Minimum Equipment List. *Sources:* 121.628(a)(5) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP)	
1.1.2	Without any required appropriate current airman and medical certificates in his/her possession? SRRs: 121.383(a)(2)	☐ Yes ☐ No, Explain
1.1.3	Without appropriate aeronautical charts containing adequate information concerning navigation aids and instrument approach procedures? SRRs: 121.549(a)	☐ Yes ☐ No, Explain
1.1.4	Without a working flashlight for each flight crewmember? SRRs: 121.549(b)	☐ Yes ☐ No, Explain
1.1.5	In supplemental operations, without all appropriate information to conduct the flight safely? SRRs: 121.599(b); 121.603(a) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, during Supplemental operations, no pilot in command may begin a flight unless he is thoroughly familiar with reported and forecast weather conditions on the route to be flown. *Sources:* 121.599(b) 2. Check that the Certificate Holder's manual has instructions and information that, before beginning a flight under supplemental operations, each pilot in command shall obtain all available current reports or information on airport conditions and irregularities of navigation facilities that may affect the safety of the flight. *Sources:* 121.603(a)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.1.6	Without determining the status of each irregularity entered in the log at the end of the preceding flight? SRRs: 121.563	☐ Yes ☐ No, Explain
1.1.7	In supplemental operations, without filing a flight plan? SRRs: 121.667(a) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not take off an aircraft unless a flight plan has been filed. The flight plan must contain the appropriate information required by Part 91, with the nearest FAA communication station or appropriate military station or, when operating outside the United States, with other appropriate authority. *Sources:* 121.667(a) *Interfaces:* 3.2.1(OP) 2. Check that the Certificate Holder's manual has instructions and	☐ Yes ☐ No, Explain ☐ Not Applicable

	information, if communications facilities are not readily available, the pilot in command shall file the flight plan as soon as practicable after the aircraft is airborne. A flight plan must continue in effect for all parts of the flight. *Sources:* 121.667(a) *Interfaces:* 3.2.1(OP)	
1.2.	Does the certificate holder's manual require the PIC to prohibit the operation of certain portable electronic devices during operation of the aircraft? SRRs: 121.306	☐ Yes ☐ No, Explain
1.3.	Does the certificate holder's manual specify that required emergency lights must be armed or turned on during taxiing, takeoff, and landing? SRRs: 121.310(d)(2)	☐ Yes ☐ No, Explain
1.4.	On airplanes with no flight attendant, does the certificate holder's manual require the flight crewmember(s) to instruct each passenger to place his or her seat back in the upright position prior to takeoff and landing? SRRs: 121.311(e)(3)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.5.	Does the certificate holder's manual require occupants to use a combined safety belt/shoulder harness during takeoff and landing if seats are so equipped? SRRs: 121.311(h)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.6.	Does the certificate holder's manual require proper securing of the safety belt or safety belt/shoulder harness at each unoccupied seat? SRRs: 121.311(i)	☐ Yes ☐ No, Explain
1.7.	Does the certificate holder's manual require an approved cockpit check procedure that:	
1.7.1	For each type of aircraft, is designed for safety before starting engines, taking off, or landing, and in engine and systems emergencies, so that a flight crewmember will not need to rely upon his/her memory for items to be checked? SRRs: 121.315(a); 121.315(b)	☐ Yes ☐ No, Explain
1.7.2	Is readily usable in the cockpit of each aircraft? SRRs: 121.315(c)	☐ Yes ☐ No, Explain
1.7.3	Must be followed by the flightcrew when operating the aircraft? SRRs: 121.315(c)	☐ Yes ☐ No, Explain
1.8.	Does the certificate holder's manual require appropriate use of the "Fasten Seat Belt" and No Smoking signs and placards? SRRs: 121.317(b); 121.317(c)	☐ Yes ☐ No, Explain
1.9.	Does the certificate holder's manual appropriately limit the conditions under which the PIC may permit smoking? SRRs: 121.317(g) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command of an airplane engaged in a supplemental operation may authorize smoking on the flight deck (if it is physically separated from any passenger compartment), but not in any of the following situations: During airplane movement on the surface or during takeoff or landing; during scheduled passenger-	☐ Yes ☐ No, Explain

	carrying public charter operations conducted under part 380 of this title; or during any operation where smoking is prohibited by part 252 of this title or by international agreement. *Sources:* 121.317(g)(1) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command of an airplane engaged in intrastate domestic operations, except during airplane movement on the surface or during takeoff or landing, may authorize smoking on the flight deck if it is physically separated from the passenger compartment, if smoking on the flight deck is not otherwise prohibited by part 252 of this title; the flight is conducted entirely within the same State of the United States (a flight from one place in Hawaii to another place in Hawaii through the airspace over a place outside of Hawaii is not entirely within the same State); and the airplane is either not turbojet-powered or the airplane is not capable of carrying at least 30 passengers. *Sources:* 121.317(g)(2) *Interfaces:* 3.1.2(OP)	
1.10.	Does the certificate holder s manual require that flight crewmembers use supplemental oxygen when required by the cabin altitude? SRRs: 121.327(b)(1); 121.327(b)(2); 121.327(b)(3); 121.329(b)(1); 121.329(b)(2); 121.329(b)(3) *Related Design JTIs:* 1. Check that the Certificate Holder's manual operating reciprocating engine powered airplanes has instructions and information that the pilot in command and other crewmembers on flight deck duty must use oxygen at cabin pressure altitudes above 10,000 feet up to and including 12,000 feet, for that part of the flight whose duration is more than 30 minutes. *Sources:* 121.327(b)(1) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 3.1.2(OP) 2. Check that the Certificate Holder's manual operating reciprocating engine powered airplanes has instructions and information that the pilot in command and other crewmembers on flight deck duty must use oxygen at cabin pressure altitudes above 12,000 feet, and must be provided for other crewmembers, during the entire flight time at those altitudes. *Sources:* 121.327(b)(2) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 3.1.2(OP) 3. Check that the Certificate Holder's manual operating reciprocating engine powered airplanes has instructions and information that the pilot in command will use oxygen when he must use it continuously, except when necessary to remove the oxygen mask or other dispenser in connection with his regular duties. *Sources:* 121.327(b)(3) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 3.1.2(OP) 4. Check that the Certificate Holder's manual operating turbine engine powered airplanes has instructions and information that the pilot in command and other crewmembers on flight deck duty must use oxygen at cabin pressure altitudes above 10,000 feet up to and including 12,000 feet, for that part of the flight whose duration is more than 30 minutes.	☐ Yes ☐ No, Explain

	Sources: 121.329(b)(1) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 3.1.2(OP) 5. Check that the Certificate Holder's manual operating turbine engine powered airplanes has instructions and information that the pilot in command and other crewmembers on flight deck duty must use oxygen at cabin pressure altitudes above 12,000 feet, and must be provided for other crewmembers, during the entire flight time at those altitudes. *Sources:* 121.329(b)(2) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 3.1.2(OP) 6. Check that the Certificate Holder's manual operating turbine engine powered airplanes has instructions and information that the pilot in command will use oxygen when he must use it continuously, except when necessary to remove the oxygen mask or other dispenser in connection with his regular duties. *Sources:* 121.329(b)(3) *Interfaces:* 1.1.2(AW); 1.1.2(OP)	
1.11.	If the certificate holder is operating turbine-engine-powered airplanes with pressurized cabins, does the certificate holder s manual require the flight crewmembers to properly preflight, keep ready, and appropriately use oxygen masks? SRRs: 121.333(c)(1); 121.333(c)(2)(i)(A); 121.333(c)(2)(i)(B); 121.333(c)(3); 121.333(c)(4) *Related Design JTIs:* 1. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information that the pilot in command, when operating at flight altitudes above flight level 250, one pilot at the controls of the airplane shall at all times wear and use an oxygen mask secured, sealed, and supplying oxygen, in accordance with the following: The one pilot need not wear and use an oxygen mask at or below the following flight levels if each flight crewmember on flight deck duty has a quick-donning type of oxygen mask that the Certificate Holder's manual has shown can be placed on the face from its ready position, properly secured, sealed, and supplying oxygen upon demand, with one hand and within five seconds: For airplanes having a passenger seat configuration of more than 30 seats, excluding any required crewmember seat, or a payload capacity of more than 7,500 pounds, at or below flight level 410. *Sources:* 121.333(c)(2)(i)(A) *Interfaces:* 1.1.2(AW); 1.1.2(OP) 2. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information that the pilot in command when operating at flight altitudes above flight level 250, one pilot at the controls of the airplane shall at all times wear and use an oxygen mask secured, sealed, and supplying oxygen, in accordance with the following: One pilot need not wear and use an oxygen mask at or below the following flight levels if each flight crewmember on flight deck duty has a quick-donning type of oxygen mask that the Certificate Holder's manual has shown can be placed on the face from its ready position, properly secured, sealed, and supplying oxygen upon demand, with one hand and within five seconds for airplanes having a passenger seat configuration of less than 31 seats, excluding any required crewmember seat, and a	☐ Yes ☐ No, Explain ☐ Not Applicable

	payload capacity of 7,500 pounds or less, at or below flight level 350. *Sources:* 121.333(c)(2)(i)(B) *Interfaces:* 1.1.2(AW); 1.1.2(OP) 3. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information outlining if for any reason at any time it is necessary for one pilot to leave his station at the controls of the airplane when operating at flight altitudes above flight level 250, the remaining pilot at the controls shall put on and use his oxygen mask until the other pilot has returned to his duty station. *Sources:* 121.333(c)(3) *Interfaces:* 1.1.2(AW); 1.1.2(OP) 4. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information outlining before the takeoff of a flight, how each flight crewmember shall personally preflight his oxygen equipment to insure that the oxygen mask is functioning. *Sources:* 121.333(c)(4) *Interfaces:* 3.1.2(OP) 5. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information outlining before the takeoff of a flight, how each flight crewmember shall personally preflight his oxygen equipment to insure that the oxygen mask is fitted properly. *Sources:* 121.333(c)(4) *Interfaces:* 3.1.2(OP) 6. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information outlining before the takeoff of a flight, how each flight crewmember shall personally preflight his oxygen equipment to insure that the oxygen mask is connected to appropriate supply terminals. *Sources:* 121.333(c)(4) *Interfaces:* 3.1.2(OP) 7. Check that the Certificate Holder's manual operating turbine engine powered airplanes with pressurized cabins has instructions and information outlining before the takeoff of a flight, how each flight crewmember shall personally preflight his oxygen equipment to insure the oxygen supply and pressure are adequate for use. *Sources:* 121.333(c)(4) *Interfaces:* 3.1.2(OP)	
1.12.	Does the certificate holder's manual require that before each flight, each item of protective breathing equipment (PBE) at flight crewmember duty stations be checked by the flight crewmember who will use the equipment? SRRs: 121.337(c)(1)(i); 121.337(c)(1)(ii) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information outlining before each flight, each item of PBE at a flight crewmember duty stations must be checked by the flight crewmember who will use the equipment to ensure that the equipment for other than chemical oxygen generator systems, is functioning, is serviceable, fits properly (unless a universal-fit type), and is connected to supply	☐ Yes ☐ No, Explain

	terminals and that the breathing gas supply and pressure are adequate for use. *Sources:* 121.337(c)(1)(i) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 3.1.2(OP) 2. Check that the Certificate Holder's manual has instructions and information outlining before each flight, each item of PBE at flight crewmember duty stations must be checked by the flight crewmember who will use the equipment to ensure that the equipment for chemical oxygen generator systems is serviceable. *Sources:* 121.337(c)(1)(ii) *Interfaces:* 3.1.2(OP)	
1.13.	Does the certificate holder's manual specify flight crewmember requirements at stops where passengers remain onboard the aircraft? SRRs: 121.393 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command ensures at stops where passengers remain on board, on each airplane for which a flight attendant is not required by Sec. 121.391(a), a person who is qualified in the emergency evacuation procedures for the airplane, as required in Sec. 121.417, and who is identified to the passengers, remains: on board the airplane; or nearby the airplane, in a position to adequately monitor passenger safety with the engines are shut down. *Sources:* 121.393(a)(2)(i) *Interfaces:* 3.1.1(OP); 3.1.2(OP) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command ensures at stops where passengers remain on board, the following must be met: On each airplane for which flight attendants are required by Sec. 121.391(a), but the number of flight attendants remaining on board is fewer than required by Sec. 121.391(a): the pilot in command shall ensure that the airplane engines are shut down. *Sources:* 121.393(b)(1)(i) *Interfaces:* 3.1.1(OP); 3.1.2(OP)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.14.	Does the certificate holder's manual require that crewmembers perform only duties and activities related to the safe operation of the aircraft during critical phases of flight? SRRs: 121.542(a); 121.542(b)	☐ Yes ☐ No, Explain
1.15.	Does the certificate holder's manual specify when flight crewmembers must remain at assigned duty stations with seat belts fastened? SRRs: 121.543 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that each required flight crewmember on flight deck duty must remain at the assigned duty station with seat belt fastened while the aircraft is taking off or landing, and while it is en route. *Sources:* 121.543(a) 2. Check that the Certificate Holder's manual has instructions and information that each required flight crewmember on flight deck duty	☐ Yes ☐ No, Explain

	may leave the assigned duty station if the crewmember's absence is necessary for the performance of duties in connection with the operation of the aircraft. *Sources:* 121.543(b)(1) 3. Check that the Certificate Holder's manual has instructions and information that each required flight crewmember on flight deck duty may leave the assigned duty station if the crewmember is taking a rest period, and relief is provided. In the case of the assigned pilot in command during the en route cruise portion of the flight, by a pilot who holds an airline transport pilot certificate and an appropriate type rating, is currently qualified as pilot in command or second in command, and is qualified as pilot in command of that aircraft during the en route cruise portion of the flight. *Sources:* 121.543(b)(3)(i) *Interfaces:* 4.3.2(OP) 4. Check that the Certificate Holder's manual has instructions and information that each required flight crewmember on flight deck duty may leave the assigned duty station if the crewmember is taking a rest period, and relief is provided in the case of the assigned second in command, by a pilot qualified to act as second in command of that aircraft during en route operations. However, the relief pilot need not meet the recent experience requirements of Sec. 121.439(b). *Sources:* 121.543(b)(3)(ii) *Interfaces:* 4.3.1(OP); 4.3.2(OP)	
1.16.	Does the certificate holder's manual specify who the PIC may allow to manipulate controls of the aircraft during flight? SRRs: 121.545 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that each required flight crewmember on flight deck duty may not allow any person to manipulate the controls of an aircraft during flight nor may any person manipulate the controls during flight unless that person is a qualified pilot of the Certificate Holder operating that aircraft. *Sources:* 121.545(a) *Interfaces:* 4.3.2(OP) 2. Check that the Certificate Holder's manual has instructions and information that each required flight crewmember on flight deck duty may not allow any person to manipulate the controls of an aircraft during flight nor may any person manipulate the controls during flight unless that person is an authorized pilot safety representative of the Administrator or of the National Transportation Safety Board who has the permission of the pilot in command, is qualified in the aircraft, and is checking flight operations. *Sources:* 121.545(b) *Interfaces:* 4.3.2(OP) 3. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not allow any person to manipulate the controls of an aircraft during flight nor may any person manipulate the controls during flight unless that person is a pilot of another Certificate Holder who has the permission of the pilot in command, is qualified in the aircraft, and is authorized by the	☐ Yes ☐ No, Explain

	Certificate Holder operating the aircraft. *Sources:* 121.545(c) *Interfaces:* 4.3.2(OP); 7.1.4(OP)	
1.17.	Does the certificate holder's manual allow admission to the flight deck to only those who have a need to be there, as identified by the certificate holder and the FAA? SRRs: 121.547; 121.548; 121.548a; 121.550 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not admit any person to the flight deck of an aircraft unless the person being admitted is a crewmember. *Sources:* 121.547(a)(1) *Interfaces:* 4.3.2(OP) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not admit any person to the flight deck of an aircraft unless the person being admitted is an FAA air carrier inspector, or an authorized representative of the National Transportation Safety Board, who is performing official duties. *Sources:* 121.547(a)(2) 3. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless that person has the permission of the pilot in command, an appropriate management official of the part 119 Certificate Holder, and the Administrator. *Sources:* 121.547(a)(3)(i) 4. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except an FAA air carrier inspector or an authorized representative of the Administrator or National Transportation Safety Board who is checking or observing flight operations. *Sources:* 121.547(c)(1) 5. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except an air traffic controller who is authorized by the Administrator to observe ATC procedures. *Sources:* 121.547(c)(2) 6. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except a certificated airman employed by the Certificate Holder whose duties require an airman certificate. *Sources:* 121.547(c)(3) *Interfaces:* 4.3.2(OP) 7. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except a certificated airman employed by another part 119 Certificate Holder whose duties with that part 119 Certificate	☐ Yes ☐ No, Explain

	Holder require an airman certificate and who is authorized by the part 119 Certificate Holder operating the aircraft to make specific trips over a route. *Sources:* 121.547(c)(4) *Interfaces:* 4.3.2(OP); 5.1.6(OP) 8. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except an employee of the part 119 Certificate Holder operating the aircraft whose duty is directly related to the conduct or planning of flight operations or the in-flight monitoring of aircraft equipment or operating procedures, if his presence on the flightdeck is necessary to perform his duties and he has been authorized in writing by a responsible supervisor, listed in the Operations Manual as having that authority. *Sources:* 121.547(c)(5) 9. Check that the Certificate Holder's manual has instructions and information that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except a technical representative of the manufacturer of the aircraft or its components whose duties are directly related to the in-flight monitoring of aircraft equipment or operating procedures, if his presence on the flightdeck is necessary to perform his duties and he has been authorized in writing by the Administrator and by a responsible supervisor of the operations department of the part 119 Certificate Holder, listed in the Operations Manual as having that authority. *Sources:* 121.547(c)(6) 10. Check that the Certificate Holder's manual has instructions and information that, while conducting an inspection, an inspector of the Federal Aviation Administration who presents form FAA 110A, "Aviation Safety Inspector's Credential," to the pilot in command of an aircraft operated by a Certificate Holder, must be given free and uninterrupted access to the pilot's compartment of that aircraft. *Sources:* 121.548 11. Check that the Certificate Holder's manual has instructions and information that whenever an Agent of the Secret Service who is assigned the duty of protecting a person aboard an aircraft operated by a Certificate Holder considers it necessary in the performance of his duty to ride on the flight deck of the aircraft, he must, upon request and presentation of his Secret Service credentials to the pilot in command of the aircraft, be admitted to the flight deck and permitted to occupy an observer seat thereon *Sources:* 121.135(a)(1); 121.550 *Interfaces:* 2.1.1(AW); 2.1.1(OP); 4.2.3(OP)	
1.18.	Does the certificate holder's manual specify that when a PIC in supplemental operations knows of conditions, including airport and runway conditions, that are a hazard to safe operations, the PIC will restrict or suspend operations until those conditions are corrected? SRRs: 121.553	☐ Yes ☐ No, Explain ☐ Not Applicable
1.19.	Does the certificate holder's manual specify that whenever a PIC exercises emergency authority in a domestic or flag operation, he/she will:	

1.19.1	Keep the appropriate ATC facility and dispatch centers fully informed of the progress of the flight? SRRs: 121.557(c)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.19.2	Send a written report of any deviation through the certificate holder's operations manager, to the Administrator within 10 days after returning to his/her home base? SRRs: 121.557(c)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.20.	Does the certificate holder's manual specify that whenever emergency authority is exercised in a supplemental operation, the PIC or the appropriate management personnel will keep the appropriate ground radio station fully informed of the progress of the flight? SRRs: 121.559(c)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.21.	Does the certificate holder's manual specify that the person declaring the emergency in a supplemental operation will send a written report of any deviation, through the certificate holder's director of operations, to the Administrator within 10 days after the flight is completed or, in the case of operations outside the United States, upon return to the home base? SRRs: 121.559(c)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.22.	Does the certificate holder's manual specify that whenever he/she encounters a meteorological condition or an irregularity in a ground or navigational facility, in flight, the knowledge of which he/she considers essential to the safety of other flights, the PIC will notify an appropriate ground station as soon as practicable? SRRs: 121.561(a)	☐ Yes ☐ No, Explain
1.23.	Does the certificate holder's manual require the PIC to record all discrepancies discovered during the flight in the maintenance log? SRRs: 121.563	☐ Yes ☐ No, Explain
1.24.	In case of engine failure or shutdown, does the certificate holder's manual specify the PIC actions regarding landing and reporting requirements? SRRs: 121.565 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, except as provided in paragraph (b) of this section, whenever an engine of an airplane fails or whenever the rotation of an engine is stopped to prevent possible damage, the pilot in command shall land the airplane at the nearest suitable airport, in point of time, at which a safe landing can be made. *Sources:* 121.565(a) *Interfaces:* 5.1.6(OP) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command shall report each stoppage of engine rotation in flight to the appropriate ground radio station as soon as practicable and shall keep that station fully informed of the progress of the flight. *Sources:* 121.565(c)	☐ Yes ☐ No, Explain
1.25.	Does the certificate holder's manual prohibit instrument approaches contrary to IFR weather minimums and instrument approach procedures set forth in the operations specifications? SRRs: 121.567	☐ Yes ☐ No, Explain

1.26.	Does the certificate holder's manual prohibit airplane movement on the surface, takeoff, and landing unless food, beverage, and passenger service equipment is stowed? SRRs: 121.577(a); 121.577(b); 121.577(c); 121.577(d) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information no Certificate Holder may move an airplane on the surface, take off, or land when any food, beverage, or tableware furnished by the Certificate Holder is located at any passenger seat. *Sources:* 121.577(a) *Interfaces:* 3.1.2(OP) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not move an airplane on the surface, take off, or land unless each food and beverage tray and seat back tray table is secured in its stowed position. *Sources:* 121.577(b) *Interfaces:* 3.1.2(OP)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.27.	Does the certificate holder's manual specify the minimum altitudes for the use of autopilots? SRRs: 121.579 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, during enroute operations, no person may use an autopilot enroute, including climb and descent, at an altitude above the terrain that is less than twice the maximum altitude loss specified in the Airplane Flight Manual for a malfunction of the autopilot under cruise conditions. *Sources:* 121.579(a) 2. Check that the Certificate Holder's manual has instructions and information that during enroute operations, no person may use an autopilot enroute, including climb and descent at an altitude above the terrain that is less than 500 feet. *Sources:* 121.579(a) 3. Check that the Certificate Holder's manual has instructions and information that during approaches, when using an instrument approach facility, no person may use an autopilot at an altitude above the terrain that is less than twice the maximum altitude loss specified in the Airplane Flight Manual for a malfunction of the autopilot under approach conditions, or less than 50 feet below the approved minimum descent altitude or decision height for the facility, whichever is higher. However, when reported weather conditions are less than the basic VFR weather conditions in Sec. 91.155 of this chapter, no person may use an autopilot with an approach coupler for ILS approaches at an altitude above the terrain that is less than 50 feet higher than the maximum altitude loss specified in the Airplane Flight Manual for the malfunction of the autopilot with approach coupler under approach conditions. *Sources:* 121.579(b)(1) 4. Check that the Certificate Holder's manual has instructions and information that during approaches, when using an instrument approach facility, no person may use an autopilot at an altitude above the terrain that is less than twice the maximum altitude loss specified in	☐ Yes ☐ No, Explain

	the Airplane Flight Manual for a malfunction of the autopilot under approach conditions, or less than 50 feet below the approved minimum descent altitude or decision height for the facility, whichever is higher. However, when reported weather conditions are equal to or better than the basic VFR minimums in Sec. 91.155 of this chapter, no person may use an autopilot with an approach coupler for ILS approaches at an altitude above the terrain that is less than the maximum altitude loss specified in the Airplane Flight Manual for the malfunction of the autopilot with approach coupler under approach conditions, or 50 feet, whichever is higher. *Sources:* 121.579(b)(2)	
1.28.	Does the certificate holder's manual ensure that an appropriate seat, equipped and selected by the Administrator, is available for an FAA inspector conducting an en route inspection? SRRs: 121.581	☐ Yes ☐ No, Explain
1.29.	Does the certificate holder's manual specify that when carrying passengers without complying with the passenger-carrying airplane requirements of 14 CFR part 121, that those passengers must be appropriately briefed? SRRs: 121.583(c)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.30.	Does the certificate holder's manual specify that the aircraft must not be taxied or pushed back until the cabin is properly prepared? SRRs: 121.585(g); 121.589(b) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that no person may allow taxi or pushback unless at least one required crewmember has verified that no exit seat is occupied by a person the crewmember determines is likely to be unable to perform the applicable functions listed in paragraph (d) of this section. *Sources:* 121.585(g) *Interfaces:* 3.1.2(OP); 3.1.6(OP) 2. Check that the Certificate Holder's manual has instructions and information that no person may allow passenger entry doors of an airplane to be closed in preparation for taxi or pushback unless at least one required crewmember has verified that each article of baggage is stowed in accordance with this section and Sec. 121.285(c) and (d) of this part. *Sources:* 121.589(b) *Interfaces:* 3.1.2(OP); 3.1.5(OP)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.31.	Does the certificate holder's manual specify that the PIC of an airplane that has a lockable flightcrew compartment door and that is carrying passengers will ensure that the flight deck door is locked during flight? SRRs: 121.587	☐ Yes ☐ No, Explain ☐ Not Applicable
1.32.	Does the certificate holder's manual specify that no pilot may operate an airplane at other than an appropriately certificated airport? SRRs: 121.590 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that no pilot being used in the conduct of operations governed by this part, operates an airplane designated for at least 31	☐ Yes ☐ No, Explain

	passenger seats into a land airport of any State of the United States, the District of Columbia, or any territory or possession of the United States, unless that airport is certificated under part 139 of this chapter. However, the Certificate Holder may designate and use as a required alternate airport for departure or destination, an airport that is not certificated under part 139 of this chapter. *Sources:* 121.590(a) *Interfaces:* 5.1.6(OP) 2. Check that the Certificate Holder's manual has instructions and information that passenger-carrying operations with airplanes designed for less than 31 passenger seats may operate those airplanes into airports not certificated under part 139 of this chapter if for an airplane carrying passengers at night, the pilot may not take off from, or land at, an airport unless the pilot has determined the wind direction from an illuminated wind direction indicator or local ground communications or, in the case of takeoff, that pilot's personal observations. *Sources:* 121.590(b)(2)(i) *Interfaces:* 5.1.6(OP) 3. Check that the Certificate Holder's manual has instructions and information that passenger-carrying operations with airplanes designed for less than 31 passenger seats may operate those airplanes into airports not certificated under part 139 of this chapter if the following conditions are met: For an airplane carrying passengers at night, the pilot may not take off from, or land at, an airport unless the limits of the area to be used for landing or takeoff are clearly shown by boundary or runway marker lights. If the area to be used for takeoff or landing is marked by flare pots or lanterns, their use must be approved by the Administrator. *Sources:* 121.590(b)(2)(ii) *Interfaces:* 5.1.6(OP)	
1.33.	Does the certificate holder's manual for supplemental operations require that, during flight, the PIC obtain any additional information that may affect the safety of the flight? SRRs: 121.603(b) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, during a flight under supplemental operations, the pilot in command shall obtain any additional available information of meteorological conditions that may affect the safety of the flight. *Sources:* 121.603(b) 2. Check that the Certificate Holder's manual has instructions and information that, during a flight under supplemental operations, the pilot in command shall obtain any additional available information of facilities that may affect the safety of the flight. *Sources:* 121.603(b) 3. Check that the Certificate Holder's manual has instructions and information that, during a flight under supplemental operations, the pilot in command shall obtain any additional available information of services that may affect the safety of the flight. *Sources:* 121.603(b)	☐ Yes ☐ No, Explain ☐ Not Applicable

1.34.	Does the certificate holder's manual require the PIC to discontinue a flight in unsafe conditions? SRRs: 121.627(a)	☐ Yes ☐ No, Explain
1.35.	Does the certificate holder's manual require the PIC to comply with approved procedures in the event of equipment failure? SRRs: 121.627(b)	☐ Yes ☐ No, Explain
1.36.	Does the certificate holder's manual prohibit the flightcrew from operating when icing conditions that might adversely affect the safety of the flight are expected or met? SRRs: 121.629 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, no person may dispatch or release an aircraft, continue to operate an aircraft en route, or land an aircraft when in the opinion of the pilot in command or aircraft dispatcher (domestic and flag operations only), icing conditions are expected or met that might adversely affect the safety of the flight. *Sources:* 121.629(a) *Interfaces:* 3.2.1(OP) 2. Check that the Certificate Holder's manual has instructions and information that, no person may take off an aircraft when frost, ice, or snow is adhering to the wings, control surfaces, propellers, engine inlets, or other critical surfaces of the aircraft or when the takeoff would not be in compliance with paragraph (c) of this section. takeoffs with frost under the wing in the area of the fuel tanks may be authorized by the Administrator. *Sources:* 121.629(b) *Interfaces:* 3.1.7(OP) 3. Check that the Certificate Holder's manual has instructions and information that, except as provided in paragraph (d) of this section, no person may dispatch, release, or take off an aircraft any time conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft, unless the Certificate Holder has an approved ground deicing/anti-icing program in its operations specifications and unless the dispatch, release, and takeoff comply with that program. *Sources:* 121.629(c) *Interfaces:* 3.1.7(OP); 3.2.1(OP)	☐ Yes ☐ No, Explain
1.37.	Does the certificate holder s manual properly address changes to dispatch or flight releases while en route, as related to destination or alternate airports or weather minimums? SRRs: 121.631(b); 121.631(c) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, no person may allow a flight to continue to an airport to which it has been dispatched or released unless the weather conditions at an alternate airport that was specified in the dispatch or flight release are forecast to be at or above the alternate minimums specified in the operations specifications for that airport at the time the aircraft would arrive at the alternate airport. However, the dispatch or flight release may be amended en route to include any alternate airport	☐ Yes ☐ No, Explain

	that is within the fuel range of the aircraft as specified in Sections 121.639 through 121.647. *Sources:* 121.631(b) *Interfaces:* 3.2.1(OP); 5.1.2(AW) 2. Check that the Certificate Holder's manual has instructions and information that, no person may change an original destination or alternate airport that is specified in the original dispatch or flight release to another airport while the aircraft is en route unless the other airport is authorized for that type of aircraft and the appropriate requirements of Sections 121.593 through 121.661 and 121.173 are met at the time of redispatch or amendment of the flight release. *Sources:* 121.631(c) *Interfaces:* 3.2.1(OP); 5.1.6(OP)	
1.38.	Does the certificate holder's manual specify the minimum weather conditions for takeoff in domestic operations under VFR? SRRs: 121.649 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, except as provided in paragraph (b) of this section, regardless of any clearance from ATC, no pilot may takeoff or land an airplane under VFR when the reported ceiling or visibility is less than the following: For day operations--1,000 foot ceiling and one-mile visibility. *Sources:* 121.649(a)(1) *Interfaces:* 5.1.2(AW) 2. Check that the Certificate Holder's manual has instructions and information that, except as provided in paragraph (b) of this section, regardless of any clearance from ATC, no pilot may takeoff or land an airplane under VFR when the reported ceiling or visibility is less than the following: (2) For night operations--1,000-foot ceiling and two-mile visibility. *Sources:* 121.649(a)(2) *Interfaces:* 5.1.2(AW) 3. Check that the Certificate Holder's manual, who is conducting domestic operations, has instructions and information where a local surface restriction to visibility exists (e.g., smoke, dust, blowing snow or sand) the visibility for day and night operations may be reduced to miles, if all turns after takeoff and prior to landing, and all flight beyond one mile from the airport boundary can be accomplished above or outside the area of local surface visibility restriction. *Sources:* 121.649(b) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP); 3.2.1(OP)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.39.	Does the certificate holder's manual specify the minimum weather conditions for takeoff under IFR? SRRs: 121.651(a)	☐ Yes ☐ No, Explain
1.40.	Does the certificate holder's manual specify the minimum weather conditions under which a pilot may continue an approach past the final approach fix or, where a final approach fix is not used, begin the final approach segment of an instrument approach?	☐ Yes ☐ No, Explain

	SRRs: 121.651(b)(1); 121.651(b)(2) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that, no pilot continues an approach past the final approach fix, or where a final approach fix is not used, begins the final approach segment of an instrument approach procedure--At any airport, unless the U.S. National Weather Service, a source approved by that Service, or a source approved by the Administrator, issues a weather report for that airport. *Sources:* 121.651(b)(1) *Interfaces:* 5.1.2(AW) 2. Check that the Certificate Holder's manual has instructions and information that no pilot may begin the final approach segment of an instrument approach procedure (where a final approach fix is not used) or continue an approach past the final approach fix at airports within the United States and its territories or at U.S. military airports, unless the latest weather report for that airport issued by the U.S. National Weather Service, a source approved by that Service, or a source approved by the Administrator, reports the visibility to be equal to or more than the visibility minimums prescribed for that procedure. For the purpose of this section, the term "U.S. military airports" means airports in foreign countries where flight operations are under the control of U.S. military authority. *Sources:* 121.651(b)(2) *Interfaces:* 5.1.2(AW)	
1.41.	Does the certificate holder's manual specify the requirements for a pilot to continue an approach below DH or MDA after receiving a weather report indicating below-minimum conditions? SRRs: 121.651(c)(1); 121.651(c)(2); 121.651(c)(3)(i)thru(x); 121.651(c)(4) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with paragraph (b) of this section and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down where that descent rate will allow touchdown to occur within the touchdown zone of the runway of intended landing; *Sources:* 121.651(c)(1) *Interfaces:* 5.1.2(AW) 2. Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with paragraph (b) of this section and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if the flight visibility is not less than the visibility prescribed in the standard instrument approach procedure being used. *Sources:* 121.651(c)(2)	☐ Yes ☐ No, Explain

		Interfaces: 5.1.2(AW)	
	3.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with paragraph (b) of this section and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot The approach light system, except that the pilot may not descend below 100 feet above the touchdown zone elevation using the approach lights as a reference unless the red terminating bars or the red side row bars are also distinctly visible and identifiable. *Sources:* 121.651(c)(3)(i) *Interfaces:* 5.1.2(AW)	
	4.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The threshold. *Sources:* 121.651(c)(3)(ii)	
	5.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The threshold markings. *Sources:* 121.651(c)(3)(iii) *Interfaces:* 5.1.2(AW)	
	6.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at	

		least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The threshold lights. *Sources:* 121.651(c)(3)(iv) *Interfaces:* 5.1.2(AW)	
	7.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The runway end identifier lights. *Sources:* 121.651(c)(3)(v) *Interfaces:* 5.1.2(AW)	
	8.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The visual approach slope indicator. *Sources:* 121.651(c)(3)(vi) *Interfaces:* 5.1.2(AW)	
	9.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The touchdown zone or touchdown zone markings. *Sources:* 121.651(c)(3)(vii) *Interfaces:* 5.1.2(AW)	
	10.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any	

		time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if, except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The touchdown zone lights. *Sources:* 121.651(c)(3)(viii) *Interfaces:* 5.1.2(AW)	
	11.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if, except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The runway or runway markings. *Sources:* 121.651(c)(3)(ix) *Interfaces:* 5.1.2(AW)	
	12.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with 14CFR 121.651(b) and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if, except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The runway lights; *Sources:* 121.651(c)(3)(x) *Interfaces:* 5.1.2(AW)	
	13.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command has begun the final approach segment of an instrument approach procedure in accordance with paragraph (b) of this section and after that receives a later weather report indicating below-minimum conditions, the pilot may continue the approach to DH or MDA. Upon reaching DH or at MDA, and at any time before the missed approach point, the pilot may continue the approach below DH or MDA and touch down if the aircraft is on a straight-in nonprecision approach procedure which incorporates a visual descent point, the aircraft has reached the visual descent point, except where the aircraft is not equipped for or capable of establishing that point, or a descent to the runway cannot be made using normal procedures or rates of descent if descent is delayed until reaching that point. *Sources:* 121.651(c)(4) *Interfaces:* 5.1.2(AW)	

1.42.	Does the certificate holder's manual specify the lower requirements and restrictions for an instrument approach (other than a Category II or Category III procedure) at an airport served by an operative ILS and an operative PAR, where both are used by the pilot for the approach? SRRs: 121.651(d) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may begin the final approach segment of an instrument approach procedure other than a Category II or Category III procedure at an airport when the visibility is less than the visibility minimums prescribed for that procedure if that airport is served by a operative ILS and an operative PAR, and both are used by the pilot. *Sources:* 121.651(d) *Interfaces:* 5.1.2(AW) 2. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless the aircraft is continuously in a position from which a descent to a landing on the intended runway can be made at a normal rate of descent using normal maneuvers. *Sources:* 121.651(d)(1) 3. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless-where such a descent rate will allow touchdown to occur within the touchdown zone of the runway of intended landing. *Sources:* 121.651(d)(1) 4. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless the flight visibility is not less than the visibility prescribed in the standard instrument approach procedure being used. *Sources:* 121.651(d)(2) 5. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The approach light. *Sources:* 121.651(d)(3)(i) 6. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: the pilot may not descend below 100 feet above the touchdown zone elevation using the approach lights as a reference unless the red terminating bars or the red side row bars are also distinctly visible and identifiable.	☐ Yes ☐ No, Explain

		Sources: 121.651(d)(3)(i)	
	7.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The threshold.	
		Sources: 121.651(d)(3)(ii)	
	8.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The threshold markings.	
		Sources: 121.651(d)(3)(iii)	
	9.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The threshold lights.	
		Sources: 121.651(d)(3)(iv)	
	10.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The runway end identifier lights.	
		Sources: 121.651(d)(3)(v)	
	11.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The visual approach slope indicator.	
		Sources: 121.651(d)(3)(vi)	
	12.	Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The touchdown zone or touchdown zone markings.	

	Sources: 121.651(d)(3)(vii) 13. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The touchdown zone lights. *Sources:* 121.651(d)(3)(viii) 14. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The runway or runway markings. *Sources:* 121.651(d)(3)(ix) 15. Check that the Certificate Holder's manual has instructions and information that when the pilot in command may not operate an aircraft below the authorized MDA, or continue an approach below the authorized DH, unless, except for Category II or Category III approaches where any necessary visual reference requirements are specified by the authorization of the Administrator, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot: The runway lights. *Sources:* 121.651(d)(3)(x)	
1.43.	Unless otherwise authorized in the certificate holder's operations specifications, does the certificate holder's manual instruct its pilots that, when making an IFR takeoff, approach, or landing at a foreign airport, they must comply with the applicable instrument approach procedures and weather minimums prescribed for that airport? SRRs: 121.651(f) *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that each pilot making an IFR takeoff, approach, or landing at a foreign airport shall comply with the applicable instrument approach procedures, unless otherwise authorized in the Certificate Holder's operations specifications. *Sources:* 121.651(f) 2. Check that the Certificate Holder's manual has instructions and information that each pilot making an IFR takeoff, approach, or landing at a foreign airport shall comply with the applicable weather minimums prescribed by the authority having jurisdiction over the airport, unless otherwise authorized in the Certificate Holder's operations specifications. *Sources:* 121.651(f)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.44.	Does the certificate holder's manual specify minimum altitudes for en route operations? SRRs: 121.657	☐ Yes ☐ No, Explain

	Related Design JTIs: 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not operate an aircraft below the day VFR or night VFR minimums except when necessary for takeoff or landing, except after considering the character of the terrain, the quality and quantity of meteorological services, the navigational facilities available, and other flight conditions. Outside of the United States the minimums prescribed in this section are controlling unless higher minimums are prescribed in the Certificate Holder's operations specifications or by the foreign country over which the aircraft is operating. *Sources:* 121.657(a) *Interfaces:* 5.1.2(AW) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not descend an aircraft lower than 1,000 feet above the top of the lower cloud or the minimum altitude determined by the Administrator for that part of the IFR approach, whichever is lower. *Sources:* 121.659(b) 3. Check that the Certificate Holder's manual, who is conducting domestic, passenger carrying, day VFR operations, has instructions and information that no pilot may operate any aircraft under VFR during the day at an altitude less than 1,000 feet above the surface or less than 1,000 feet from any mountain, hill, or other obstruction to flight. (domestic passenger carrying) *Sources:* 121.657(b) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP); 3.2.1(OP); 5.1.2(AW) 4. Check that the Certificate Holder's manual, who is conducting flag operations, has instructions and information that no pilot may operate any aircraft under VFR during the day at an altitude less than 1,000 feet above the surface or less than 1,000 feet from any mountain, hill, or other obstruction to flight. (domestic passenger carrying) *Sources:* 121.657(b) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP); 3.2.1(OP); 5.1.2(AW) 5. Check that the Certificate Holder's manual, who is conducting supplemental operations, has instructions and information that no pilot may operate any aircraft under VFR during the day at an altitude less than 1,000 feet above the surface or less than 1,000 feet from any mountain, hill, or other obstruction to flight. *Sources:* 121.657(b) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP); 3.2.1(OP); 5.1.2(AW) 6. Check that the Certificate Holder's manual, who is authorized to conduct night VFR, IFR, and over the top operations, has instructions and information that no pilot may operate an aircraft under IFR including over the top or at night under VFR at an altitude less than 1,000 feet above the highest obstacle within a horizontal distance of five miles from the center of the intended course, or, in designated mountainous areas, less than 2,000 feet above the highest obstacle within a horizontal distance of five miles from the center of the intended course *Sources:* 121.657(c) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP); 3.2.1(OP); 5.1.2(AW) 7. Check that the Certificate Holder's manual, who is authorized to conduct day over the top operations below minimum enroute altitudes,	

	has instructions and information that a pilot may conduct day over the top operations in an airplane at flight altitudes lower than the minimum enroute IFR altitude if (1) the operation is conducted at least 1,000 feet above the top of lower broken or overcast cloud cover, (2) the top of the lower cloud cover is generally uniform and level, (3) flight visibility is at least five miles, (4) the base of any higher broken or overcast cloud cover is generally uniform and level and is at least 1,000 feet above the minimum enroute IFR altitude for the route segment. *Sources:* 121.657(d)(1); 121.657(d)(2); 121.657(d)(3); 121.657(d)(4) *Interfaces:* 2.1.1(AW); 2.1.1(OP); 3.1.4(OP); 3.2.1(OP); 5.1.2(AW)	
1.45.	Does the certificate holder's manual restrict initial approach descents for operators until arrival over the navigation facility? SRRs: 121.659; 121.661 *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not descend an aircraft below the pertinent minimum altitude for initial approach (as specified in the instrument approach procedure for that facility) until his arrival over that facility has been definitely established when making an initial approach to a radio navigation facility under IFR. *Sources:* 121.659(a) 2. Check that the Certificate Holder's manual has instructions and information that the pilot in command may not commence an instrument approach until his arrival over the radio facility has definitely been established. When making an initial approach on a flight being conducted under Sec. 121.657(d). *Sources:* 121.659(b) 3. Check that the Certificate Holder's manual has instructions and information, when making an initial approach to a radio navigation facility under IFR, the pilot in command may not descend below the pertinent minimum altitude for initial approach (as specified in the instrument approach procedure for that facility) until his arrival over that facility has been definitely established. *Sources:* 121.661	☐ Yes ☐ No, Explain
1.46.	Does the certificate holder's manual specify, for domestic and flag operations, the PIC requirements for disposition of copies of the load manifest, dispatch release, and flight plan? SRRs: 121.695(a) *Related Design JTIs:* 1. Check that the Certificate Holder's manual of Domestic or Flag operations has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination--A copy of the completed load manifest (or information from it, except information concerning cargo and passenger distribution). *Sources:* 121.695(a)(1) *Interfaces:* 3.2.2(OP) 2. Check that the Certificate Holder's manual of Domestic or Flag operations has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination a copy of the dispatch release.	☐ Yes ☐ No, Explain ☐ Not Applicable

	Sources: 121.695(a)(2) *Interfaces:* 3.2.1(OP) 3. Check that the Certificate Holder's manual of Domestic or Flag operations has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination a copy of the flight plan. *Sources:* 121.695(a)(3) *Interfaces:* 3.2.1(OP)	
1.47.	Does the certificate holder's manual specify, for supplemental operations, the PIC requirements for disposition of copies of the load manifest, flight release, airworthiness release, pilot route certification, and flight plan? SRRs: 121.697(a); 121.697(c) *Related Design JTIs:* 1. Check that a Supplemental Certificate Holder's manual has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the load manifest. *Sources:* 121.697(a)(1) *Interfaces:* 3.2.2(OP) 2. Check that a Supplemental Certificate Holder's manual has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the flight release. *Sources:* 121.697(a)(2) *Interfaces:* 3.2.1(OP) 3. Check that a Supplemental Certificate Holder's manual has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the airworthiness release. *Sources:* 121.697(a)(3) *Interfaces:* 1.2.1(AW) 4. Check that a Supplemental Certificate Holder's manual has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the pilot route certification. *Sources:* 121.697(a)(4) *Interfaces:* 5.1.6(OP) 5. Check that a Supplemental Certificate Holder's manual has instructions and information that the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the flight plan. *Sources:* 121.697(a)(5) *Interfaces:* 3.2.1(OP) 6. Check that a Supplemental Certificate Holder's manual has instructions and information that the pilot in command (or another person not aboard the airplane who is authorized by the Certificate Holder) shall, before or immediately after departure of the flight, mail signed copies of the documents listed in paragraph (a) of this section, to the principal base of operations, if a flight originates at a place other than the Certificate Holder's principal base of operations.	☐ Yes ☐ No, Explain ☐ Not Applicable

	Sources: 121.697(c) *Interfaces:* 3.2.1(OP)	
1.48.	Does the certificate holder's manual require each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance that is critical to the safety of flight to make, or have made, a record of that action in the airplane's maintenance log? SRRs: 121.701(a)	☐ Yes ☐ No, Explain
1.49.	Does the certificate holder's manual address flightcrews communication and coordination with flight attendants during evacuations? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that flightcrews communicate and coordinate throughout evacuation processes, until evacuation is completed or terminated. *Sources:* FAA Order 8400.10, volume 3, chapter 2 *Interfaces:* 3.1.2(OP); 3.1.6(OP)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.50.	Does the certificate holder's manual have instructions and information that ensures a tripped circuit breaker (CB) should not be reset in flight unless doing so is consistent with explicit procedures specified in the approved operating manual used by the flightcrew or unless, in the judgment of the captain, resetting the CB is necessary for the safe completion of the flight? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that ensures a tripped CB should not be reset in flight unless doing so is consistent with explicit procedures specified in the approved operating manual used by the flightcrew or unless, in the judgment of the captain, resetting the CB is necessary for the safe completion of the flight. *Sources:* FAA Order 8400.10, volume 3, chapter 16 *Interfaces:* 1.1.1(AW)	☐ Yes ☐ No, Explain
1.51.	If the certificate holder has an approved flightdeck access eligibility program, does it meet the requirements of Operations Specifications, paragraph A348? SRRs: A.348	☐ Yes ☐ No, Explain ☐ Not Applicable
1.52.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in FAA Order 8400.10, volume 3, chapter 1?	☐ Yes ☐ No, Explain
1.53.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in FAA Order 8400.10, volume 4, chapters 2-4?	☐ Yes ☐ No, Explain
1.54.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in Flight Standards Information Bulletin 95-11? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information to minimize the possibility of a false course capture during an ILS approach, pilots should use raw data sources to ensure that the aircraft is on the correct localizer course prior to initiating a coupled	☐ Yes ☐ No, Explain

	approach. Approach mode should not be selected until the aircraft is within the ILS service volume (approximately 18 NM of the threshold). *Sources:* FSAT 95-11 2. Check that the Certificate Holder's manual has instructions and information to minimize the possibility of a false course capture during an ILS approach, pilots should use raw data sources to ensure that the aircraft is on the correct localizer course prior to initiating a coupled approach. The following cockpit procedures are recommended: pilots should: ensure that the ADF bearing (associated with the appropriate NDB site) is monitored for correct runway orientation. *Sources:* FSAT 95-11 3. Check that the Certificate Holder's manual has instructions and information to minimize the possibility of a false course capture during an ILS approach, pilots should use raw data sources to ensure that the aircraft is on the correct localizer course prior to initiating a coupled approach. The following cockpit procedures are recommended: pilots should: be aware when the raw data indicates that the aircraft is approaching and established on the correct course. *Sources:* FSAT 95-11 4. Check that the Certificate Holder's manual has instructions and information to minimize the possibility of a false course capture during an ILS approach, pilots should use raw data sources to ensure that the aircraft is on the correct localizer course prior to initiating a coupled approach. The following cockpit procedures are recommended: the pilots should: be aware that should a false course capture occur, it may be necessary to deselect and re-arm the Approach mode in order to achieve a successful coupled approach on the correct. *Sources:* FSAT 95-11	
1.55.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in Flight Standards Information Bulletin 00-02? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that if icing conditions are severe, the autopilot should be disconnected at least once every five minutes during flight to ensure normal airplane trim and handling qualities are maintained (if disconnecting the autopilot is an approved procedure and where other in-flight icing procedures are not expressed in the manual used by the pilot and these general procedures are recommended by the FAA.) *Sources:* FSAT 00-02	☐ Yes ☐ No, Explain ☐ Not Applicable
1.56.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in Flight Standards Handbook Bulletin 94-17? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information that the pilot in command of heavy aircraft and heavier large aircraft that may produce strong wake, including the B-757, should make every attempt to fly on the established glidepath, or if glidepath guidance is not available, to fly as closely as possible to a "3-to-1" glidepath. fly as closely as possible to the approach course centerline, or to the extended centerline of the runway of intended	☐ Yes ☐ No, Explain ☐ Not Applicable

	landing, as appropriate to conditions. Cross the runway threshold at a nominal height of 50' above TDZE land within the touchdown zone. *Sources:* HBAT 94-17	
1.57.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in FAA Advisory Circular 120-48, paragraphs 5-9? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information regarding a good flight deck/cabin preflight briefing that gives the flight attendants the names of the flight crewmembers, the in-flight weather, the estimated flight time, and any unusual circumstances expected during the flight. Other topics can also be covered such as flight deck entry procedures, a review of emergency communication procedures, details of the meal service, or any topic that any crewmember considers to be important. The briefing should allow crewmembers to solicit information from each other and to bring to the attention of the other crewmembers any information that they believe to be relevant. *Sources:* AC 120-48 *Interfaces:* 3.1.2(OP)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.58.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in FAA Advisory Circular 120-71A, paragraphs 8-12?	☐ Yes ☐ No, Explain
1.59.	Does the certificate holder's Airmen Duties/Flight Deck Procedures process comply with the guidance contained in FAA Advisory Circular 120-74A, paragraphs 6-9? *Related Design JTIs:* 1. Check that the Certificate Holder's manual has instructions and information pertaining to a requirement that: 1) flightcrews take some time and study the airport layout; 2) an airport diagram be readily available for use by the pilots; 3) that flightcrews check the expected taxi route against the airport diagram or taxi chart and pay special attention to any unique or complex intersections along the taxi route; 4) while planning for departure, pilots be sure to consider the likely inbound taxi route at the arrival airport; 5) flightcrews identify critical times and locations on the taxi route (transitioning through complex intersections, crossing intervening runways, entering and lining up on the runway for takeoff, and approaching and lining up on the runway for landing) where verbal coordination between the PIC and the SIC will be important to ensure correct aircraft navigation and crew orientation. *Sources:* AC 120-74A 2. Check that the Certificate Holder's manual has instructions and information regarding flightcrews, prior to entering or crossing any runway, scan the full length of the runway, including approach areas, and that they verbally confirm scan results with each other, and aircraft movement is stopped if there is any difference or confusion on the part of any flight crewmember about the scan results *Sources:* AC 120-74A 3. Check that the Certificate Holder's manual has instructions and information for flightcrews about how to maintain a "sterile" cockpit.	☐ Yes ☐ No, Explain

	Sources: AC 120-74A 4. Check that the Certificate Holder's manual has instructions and information for flightcrews regarding readback of all hold short and runway crossing instructions and clearances, including the runway designator. *Sources:* AC 120-74A	
1.60.	Does the certificate holder's Airman Duties/Flight Deck Procedures process comply with the guidance contained in FAA Advisory Circular 120-88A?	☐ Yes ☐ No, Explain
1.61.	Does the certificate holder's manual contain the required references to, or excerpts from, operations specifications paragraph A348? SRRs: 119.43(b)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.62.	If the certificate holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.63.	Does the certificate holder's manual require compliance with operations specifications paragraph A348? SRRs: 119.43(b)(2)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.64.	Does the certificate holder's manual contain a method for keeping all persons used in its operations informed of the provisions of operations specifications paragraph A348? SRRs: 119.43(c)	☐ Yes ☐ No, Explain ☐ Not Applicable
2.	Does the certificate holder's manual contain general policies for the Airman Duties/Flight Deck Procedures process that comply with the SRRs? SRRs: 121.135(b)(1)	☐ Yes ☐ No, Explain
3.	Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)	☐ Yes ☐ No, Explain
4.	Does the certificate holder s manual contain the duties and responsibilities for personnel who will accomplish the Airman Duties/Flight Deck Procedures process? SRRs: 121.135(b)(2)	☐ Yes ☐ No, Explain
5.	Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the Airman Duties/Flight Deck procedures process? SRRs: 121.135(a)(1)	☐ Yes ☐ No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE Drop-Down Menu	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

SAI SECTION 2 - CONTROLS ATTRIBUTE
Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed. Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).
Tasks
To meet this objective, the inspector must accomplish the following tasks:
1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the Airman Duties/Flight Deck Procedures process:	
1.1.	Is there a control or controls in place to ensure that required information and documentation is available and accurate for the intended flight?	☐ Yes ☐ No, Explain
1.2.	Is there a control or controls in place to ensure that the aircraft is in an airworthy condition and properly equipped for the route flown?	☐ Yes ☐ No, Explain
1.3.	Is there a control or controls in place to ensure that all air traffic instructions, clearances, and Federal Aviation Regulations are followed?	☐ Yes ☐ No, Explain
1.4.	Is there a control or controls in place to ensure that the airplane is properly configured and operated within all limitations of the AFM for each phase of the flight?	☐ Yes ☐ No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE
Objective: Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element. To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's Airman Duties/Flight Deck Procedures process include the following process measurements:	
1.1.	Is there a process measurement or process measurements that would identify if required information and documentation was not available and accurate for the intended flight?	☐ Yes ☐ No, Explain
1.2.	Is there a process measurement or process measurements that would identify if the aircraft was not in an airworthy condition and properly equipped for the route flown?	☐ Yes ☐ No, Explain
1.3.	Is there a process measurement or process measurements that would identify if all air traffic instructions, clearances, and Federal Aviation Regulations were not followed?	☐ Yes ☐ No, Explain
1.4.	Is there a process measurement or process measurements that would identify if the airplane was not properly configured and operated within all limitations of the AFM for each phase of the flight?	☐ Yes ☐ No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information contained in its manual were not followed?	☐ Yes ☐ No, Explain
3.	Does the certificate holder document its process measurement results?	☐ Yes ☐ No, Explain
4.	Does the certificate holder s manual provide for the use of process measurement results to improve its program?	☐ Yes ☐ No, Explain

5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE Drop-Down Menu
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 4 - INTERFACES ATTRIBUTE	
Objective: Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the interfaces associated with the Airman Duties/Flight Deck Procedures process that have been identified along with the individual questions in section 1, Procedures, of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.

Questions		
	To meet this objective, the inspector must answer the following questions: Note: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder s manual properly address the interfaces that are identified along with the individual questions in section 1, Procedures, of this DCT?	☐ Yes ☐ No, Explain
2.	Does the certificate holder s manual document a method for assessing the impact of any changes to the associated interfaces within the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 4 - INTERFACES ATTRIBUTE Drop-Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES	
Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Identify the person who has overall responsibility for the Airman Duties/Flight Deck Procedures process.
2.	Identify the person who has overall authority for the Airman Duties/Flight Deck Procedures process.
3.	Review the duties and responsibilities of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's manual clearly identify who is responsible for the quality of the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain Name/Title:
2.	Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Airman Duties/Flight Deck Procedures process? SRRs: 121.135(b)(2)	☐ Yes ☐ No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the Airman Duties/Flight Deck Procedures process? SRRs: 121.135(a)(1)	☐ Yes ☐ No, Explain
5.	Does the certificate holder s manual clearly and completely document the responsibility for this position?	☐ Yes ☐ No, Explain
6.	Does the certificate holder's manual clearly and completely document the authority for this position?	☐ Yes ☐ No, Explain
7.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain
8.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain

9.	Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES Drop-Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.